

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

FOOD SERVICE SUPERVISOR

\$12.92 Per Hour to Start

Differential Paid for Shifts Other Than Days

MANY EXISTING VACANCIES

Must be willing to work various shifts/with varying days off/at any assigned location.

DURING THE MONTH OF AUGUST ORIENTATIONS WILL BE CONDUCTED:

AUGUST 4, 18 AND 25

8:00 A.M. & 1:00 P.M.

AUGUST 11

1:00 P.M. & 6:00 P.M.

LOCATION:

MARICOPA COUNTY SHERIFF'S OFFICE

3325 W. DURANGO, PHOENIX

Plan to attend one of these orientations. At the conclusion of each, the required Maricopa County Application Form will be distributed and employment processing will promptly begin. **NOTE: Applications may be obtained online at www.maricopa.gov *** APPLICATIONS MUST BE SUBMITTED AT THE TIME OF THE ORIENTATION BY THE SHERIFF'S OFFICE. MARICOPA COUNTY HUMAN RESOURCES WILL NOT BE ACCEPTING ANY APPLICATIONS FOR THESE POSITIONS.*****

POSITION

QUALIFICATIONS:

A high school diploma or G.E.D. certificate and three years institutional or high volume food preparation experience which included one year in a leadership capacity; or equivalent combination of experience and education which provides the required knowledge, skills, and abilities. Must obtain an Arizona Food Handler's Permit. **ADDITIONAL INFORMATION:** Successful candidates will be required to participate in a polygraph examination and an extensive background review.

APPLICANT INFORMATION:

Those arriving late for an orientation will not be admitted. Limited seating on a first come basis. Allow three hours for the entire process. During the orientation, staff of the Sheriff's Office will provide information on the Food Service Supervisor job duties, explain processing requirements and be available to answer questions regarding employment with the office. At the conclusion of the orientation, application materials will be distributed. Be advised that a final review of all application materials will be conducted by staff of the Human Resources Department to determine appropriateness for inclusion in the selection process. If qualified, your application will be maintained on an employment register for six months. The Maricopa County Sheriff's Office will arrange and conduct interviews of qualified eligibles from a list provided by the Human Resources Department, and will notify those individuals who are not selected for a position.

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

RECRUITMENT ABBREVIATION CODE: FSSUPV-803/LS

DATE PUBLISHED: Monday, July 28, 2003

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**ESSENTIAL
FUNCTIONS:**

Supervise and train food service staff and adult working inmates. Prepare production reports and maintain production records. Plan meal preparation guidelines. Coordinate meal preparation. Supervise meal service, diet preparation, portion control and food temperatures. Supervise equipment operation and sanitation. Conduct inspections. Control food and utensil inventories. Conduct security checks. Evaluate subordinates. Record meal counts, head counts and log entries. Maintain accurate accountability logs and maintain and enforce safety standards.

**SELECTION
PROCEDURE:**

EDUCATION/EXPERIENCE EVALUATION. The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

NOTES:

The Maricopa County Human Resources Department provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Recruiting and Selection Division at 506-3895 or 506-1908 (TT) if you believe you may require such assistance.

**NOTE TO
EMPLOYEES:**

Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

SUPPLEMENTAL INFORMATION
FOOD SERVICE SUPERVISOR

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION.**

Do you have institutional or **high volume** cooking experience? ☐ yes ☐ no

If yes:

Name/Address of Institution or Company	Dates of Employment	# Meals Prepared Daily	How long did you serve in a supervisory capacity?

NOTE: AS STATED ON THE JOB ANNOUNCEMENT, THIS POSITION WILL REQUIRE WORKING ROTATING SHIFTS AND WEEKENDS. FOR CONSIDERATION YOU MUST INDICATE A WILLINGNESS TO ACCEPT, DAY, EVENING, NIGHT, ROTATING AND WEEKEND SHIFTS BY CHECKING BOXES 11. A,B,C,D AND E ON THE COUNTY APPLICATION FORM.

SIGNATURE

DATE fssupv-803/LS 07/03